

**TRANSPORTATION UNIT ADMINISTRATION
(BUCKLEY ANGB)**

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this ANGMS quantifies the manpower requirements to accomplish the tasks described in the work center description for the Transportation Unit Administration.

2. Authority. AFI 24 -302, *Vehicle Maintenance Management*, (formerly AFR 77-310, volume 2), contains policy and procedural guidance for the Chief of Transportation Unit Administration. This ANGMS has been developed in accordance with procedures outlined for development of Single Location Manpower Standards contained in AFPAM 38-208VI, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. Applicability. This standard applies to the Colorado Air National Guard, Buckley Air National Guard, Base Operating Support (BOS) Activity, Transportation Unit Administration.

4. Standard Data:

- a. Classification. Type III.
- b. Approval Date. 9 July 1992.
- c. Manpower Data Source. Staffing Pattern.
- d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
- e. Workload Factor. N/A.

5. Statement of Conditions. The normal hours of operation for this work center are ten hours a day, four days a week. The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

- a. Minimum response rates.
- b. Minimum manpower levels.
- c. Standardized crew complements.
- d. Safety considerations.
- e. Aircraft turn-around time.
- f. Length of waiting periods.
- g. Levels of backlog.
- h. Hours of operation.

**DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard**

OFFICIAL

**DEBORAH GILMORE
Chief
Administrative Services**

**2 Attachments
1. Work Center Description
2. Standard Manpower Table**

WORK CENTER DESCRIPTION
Transportation Unit Administration
(Buckley ANGB)

DIRECT:

1. WORD PROCESSING/TYPING:

1.1. DRAFTS CORRESPONDENCE. Prepares correspondence in draft form, determines proper format, and proofreads typed product.

1.2. TYPES CORRESPONDENCE OR FORM:

1.2.1. TYPES LETTER.

1.2.2. TYPES MESSAGE.

1.2.3. TYPES REPORT.

1.2.4. TYPES PLAN, SCHEDULE, OR ROSTER.

1.2.5. TYPES AIRMAN/OFFICER/CIVILIAN PERFORMANCE REPORT.

1.2.6. TYPES ENDORSEMENT TO REPORT OR LETTER.

1.2.7. TYPES STATISTICAL DATA.

1.2.8. TYPES AWARD OR DECORATION.

2. DISTRIBUTION PROCESSING:

2.1. PROCESSES INCOMING DISTRIBUTION. Receives and opens envelope, reviews for action required, marks, and routes distribution.

2.2. PROCESSES OUTGOING DISTRIBUTION. Stamps, marks, seals, and packages distribution. Takes distribution to delivery point.

3. UNCLASSIFIED FILE MAINTENANCE:

3.1. ESTABLISHES FILE. Prepares file plan, folder, guide, and label in accordance with (IAW) AFMAN 37-123, *Management of Records*, formerly AFR 4-34.

3.2. FILES CORRESPONDENCE. Files correspondence from receipt of material through marking, sorting, classifying, and inserting in file. Removes correspondence for reference, researches, and refiles correspondence.

3.3. MAINTAINS SUSPENSE FILE. Determines need for and establishes suspense date, monitors status, and annotates completed action.

3.4. DISPOSES OF RECORD. Disposes of record IAW AFI 37-138, *Disposition of Air Force Documentation-Policies, Procedures, and Responsibilities*, formerly AFR 12-50.

3.5. MAINTAINS LOG OR REGISTER. Obtains book or form, makes entry, and returns book or form.

3.6. INSPECTS UNCLASSIFIED CORRESPONDENCE FILE. Inspects unclassified correspondence file of Transportation functional activity IAW AFI 37-138, *Records Disposition, Procedures and Responsibilities*.

3.7. FILES PUBLICATION:

3.7.1. REVIEWS BULLETIN. Reviews Publishing Bulletin, ensures required item released for distribution has been received, and notifies base Publication Distribution Office (PDO) of nonreceipt when necessary.

3.7.2. ORDERS ADMINISTRATIVE PUBLICATION. Reviews and verifies request for publication; prepares AF Form 764a, *Requisition and Requirement Request*, and AF Form 124, *Publications/Forms Requisition*; obtains signature, processes and files form.

3.7.3. REQUESTS FOLLOW-UP /TRACER ACTION. Completes AF Form 764a requesting follow-up/tracer action on backordered item when required. Forwards to base PDO for appropriate action.

3.7.4. FILES NEW, UPDATED, OR RECURRING PUBLICATION. Receives, reviews, posts index, and files publication.

3.7.5. POSTS AND FILES SUPPLEMENT OR CHANGE. Posts and files supplement or change to existing publication.

3.7.6. CONDUCTS ANNUAL INVENTORY. Conducts annual inventory of publication library.

3.7.7. INSPECTS SUBACCOUNT PUBLICATIONS LIBRARY. Inspects publication set maintained by Transportation subaccount, verifies requirement, and ensures proper posting and filing.

3.7.8. MAINTAINS BLANK FORMS STOCK. Determines requirement, prepares requisition form, receives form, distributes form, files form, and maintains accountable form. Disposes of obsolete form and removes and deletes unneeded requisition form.

4. CLASSIFIED MATERIAL MANAGEMENT:

4.1. RECEIPTS FOR AND CONTROLS MATERIAL. Signs for and receives item; opens item, determines routing, and safeguards item until delivery is affected. Completes AF Form 310, *Document Receipt and Destruction Certificate*, for return to originator.

4.2. INVENTORIES CLASSIFIED MATERIAL. Screens file, reviews retention criteria, and removes obsolete or unnecessary material.

4.3. SAFEGUARDS CLASSIFIED MATERIAL. Performs safe check and security check. Changes safe combination as required.

4.4. DESTROYS CLASSIFIED MATERIAL. Prepares form, destroys material, and annotates record.

5. OFFICE SUPPLIES AND EQUIPMENT. Determines need for and prepares AF Form 9, *Request for Purchase*; orders, picks-up, and distributes office supplies.

6. COPYING MACHINE OPERATION. Travels to copying machine, makes copy, collates copy, and returns to work area.

7. OFFICE COMMUNICATION:

7.1. POSTS WALL CHART OR BULLETIN BOARD. Sorts, arranges, erases, and removes existing data; posts new data to wall chart or bulletin board.

7.2. INITIATES OR RECEIVES TELEPHONE CALL. Initiates or receives official telephone call. Transfers call to appropriate individual, takes message, researches requested information, and provides response.

7.3. RECEIVES OFFICIAL VISITOR OR CUSTOMER. Receives inspector, official visitor, or customer. Answers inquiry and directs visitor to appropriate person or location.

8. ORDERS PREPARATION:

8.1. PROCESSES REQUEST FOR ORDERS. Receives and reviews request for orders. Prepares and processes orders.

8.2. ARRANGES TRAVEL AND/OR BILLETING.

8.3. PICKS-UP TRAVEL ORDERS AND REQUIRED TICKET.

9. PERSONNEL TIME AND ATTENDANCE FORM:

9.1. PROCESSES LEAVE FORM. Receives and files civilian or military leave form.

9.2. MAINTAINS TIME AND ATTENDANCE FORM. Records information on form, obtains initial and authorized signature, and forwards to appropriate agency.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC Transportation Unit Administration/ FAC 4201BU			APPLICABILITY MAN-HOUR RANGE Y = 1 (Constant Manpower)							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Information Management	702XC	CIV	1							
TOTAL			1							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										